

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

August 16th, 2023

5:15pm

Regular Meeting

1. Call to Order
2. Reading and Approval of Minutes
3. Reading and Approval of Financial Report and Bills
4. Report of the Librarian
5. Committee Reports
6. Communications
7. Public Input
8. Unfinished Business
 - a. Budget Advertising
 - b. Other
9. New Business
 - a. Policy Review
 - i. Background Checks
 - ii. Purchasing
 - b. E-rate
 - c. Budget Reductions
 - d. Other
10. Adjournment

HUNTINGTON CITY TOWNSHIP PUBLIC LIBRARY

Board of Trustees

July 19th, 2023

5:15pm

Present: Daryl Shrock, Beka Lemons, Doug Denney, Jessica Mankey, Terri Salzano-Sees, Jamie Hoffman

Absent: Rebekah Benjamin, Sue Jepsen

Visitors: Mike Perkins, Cassidy DeHaven, Lori VanOver, Kayla, Madison

Regular Meeting

1. Call to Order: Doug called the meeting to order at 5:15PM.
2. Reading and Approval of Minutes: Daryl motioned to approve, Jessica seconded. Minutes approved.
3. Reading and Approval of Financial Report and Bills: Daryl motioned to approve, Terri seconded. Financial Report and Bills approved.
4. Report of the Librarian: Beka highlighted some of the library usage stats. Huge increase in usage of electronic materials. Very busy in the building —lots of people coming in. Not as much borrowing physical materials but people are coming in.
5. Committee Reports: None.
6. Communications: None.
7. Public Input: None.
8. Unfinished Business
 - a. Solar and HVAC Project: Beka updated us on the project plans at this point and what she has requested specifically from Veregy before we continue to pursue this project. Terri motion for Beka to terminate our due diligence on the Solar & HVAC project with Veregy because the plans they have do not meet our stated needs. Daryl seconded. Motion approved.
 - b. Budget Draft: Beka reviewed the budget draft with the board and

answered questions.

i. Adoption Timeline: Terri motioned that we hold a meeting early, on the 6th of September for our Public Budget hearing. Jamie seconded. Motion approved.

c. Other: None

9. New Business

a. Public Space Use Proposal: A committee of library staff are looking at an opportunity to use the accessibility grant to refresh the old entrance area and give it fresh life. This project is very focused on ensuring accessibility and will meet a need in the community and be an outdoor space where the community can gather. This would include the entire grass area as well as the concrete patio. The next step will be the group will begin opening conversations with the community. Board is supportive of this pursuit and looking forward to updates.

b. Children's Shelving Purchase: Beka explained the shelving purchase plan and the plan to use ~~transfer~~ money from Rainy Day.

c. Equipment Transfer: Jessica motioned to approve the equipment transfer agreement. Daryl seconded. Motion carried.

d. Other: None.

10. Adjournment: Jessica motioned to adjourn. Daryl seconded. Meeting adjourned.

Financial Report
Huntington City-Township Public Library

Report Dates = 7/19/2023 to 8/16/2023

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 OPERATING	\$1,934,437.89	\$136,176.56	\$1,557,915.37	\$55,572.56	\$1,551,166.36	\$1,927,688.88
Subtotal	\$1,934,437.89	\$136,176.56	\$1,557,915.37	\$55,572.56	\$1,551,166.36	\$1,927,688.88
2. Special Revenue						
200 GIFT (REGULAR)	\$178,307.27	\$0.00	\$4,201.30	\$420.42	\$3,332.69	\$177,438.66
201 FRIENDS OF THE LIBRARY	\$7,327.60	\$85.69	\$7,729.92	\$201.51	\$1,225.13	\$822.81
202 LITERACY	\$22,255.89	\$0.00	\$3,075.10	\$258.36	\$2,072.11	\$21,252.90
203 GIFT - B. JOAN KEEFER CENTER	\$45,914.99	\$1,680.00	\$1,881.02	\$116.72	\$2,768.01	\$46,801.98
204 B JOAN KEEFER CENTER INVESMENT - UND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
205 GIFT CHILDRENS ROOM	\$1,815.55	\$0.00	\$0.00	\$55.09	\$334.92	\$2,150.47
207 BRIDGE-DICKEY INVESTMENT 08/2012	\$24,910.17	\$0.00	\$39.98	\$0.00	\$0.00	\$24,870.19
208 BRIDGE-DICKEY FUND	\$2,101.15	\$0.00	\$114.01	\$8.45	\$57.77	\$2,044.91
209 OUTREACH	\$8,702.64	\$0.00	\$0.00	\$72.07	\$462.47	\$9,165.11
276 STATE TECH GRANT FUND	\$2,616.19	\$0.00	\$0.00	\$75.19	\$7,836.59	\$10,452.78
277 IND. STATE STUDENT ASSISTANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES GRANT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 ALA GRANT 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Subtotal	\$293,951.45	\$1,765.69	\$17,041.33	\$1,207.81	\$28,089.69	\$304,999.81
4. Capital Projects						
400 LIBRARY IMPROVEMENT RESERVE FUND	\$93,125.16	\$0.00	\$0.00	\$174.87	\$1,109.32	\$94,234.48
401 LIRF-INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421 RAINY DAY FUND	\$1,045,870.36	\$0.00	\$34,098.28	\$2,424.26	\$12,728.34	\$1,024,500.42
422 RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,138,995.52	\$0.00	\$34,098.28	\$2,599.13	\$13,837.66	\$1,118,734.90
5. Clearing						
800 PLAC FUND	\$0.00	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00
801 MARKLE PLAC FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$8,152.82	\$65,907.91	\$8,152.82	\$65,907.91	\$0.00
804 FICA	\$0.00	\$6,657.07	\$54,346.59	\$6,657.07	\$54,346.59	\$0.00
806 STATE	\$0.00	\$2,975.00	\$20,887.09	\$2,996.20	\$22,382.96	\$1,495.87
807 COUNTY	\$0.00	\$1,553.83	\$13,348.60	\$1,560.90	\$14,129.98	\$781.38
808 INSURANCE	\$3,639.21	\$4,291.94	\$31,582.99	\$3,630.98	\$26,935.29	(\$1,008.49)
809 DEFERRED COMP	\$0.00	\$610.00	\$8,370.00	\$610.00	\$8,370.00	\$0.00
810 UNITED WAY	\$0.00	\$0.00	\$0.00	\$130.00	\$1,080.00	\$1,080.00
811 STAFF ASSOCIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 ROTH IRA	\$0.00	\$360.00	\$2,880.00	\$360.00	\$2,880.00	\$0.00
813 HEALTH SAVINGS ACCOUNT	\$0.00	\$350.00	\$2,730.00	\$350.00	\$2,730.00	\$0.00
814 GARNISHMENT	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00	\$0.00
Subtotal	\$3,639.21	\$24,950.66	\$200,263.18	\$24,447.97	\$198,972.73	\$2,348.76

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/1/1998.

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
Grand Total	\$3,371,024.07	\$162,892.91	\$1,809,318.16	\$83,827.47	\$1,792,066.44	\$3,353,772.35

Total all banks = \$3,353,772.35

Huntington City-Township Public Library
August 2023

Director's Report

- Colton Jagger has decided to remain at the library so we are not filling the Children's Assistant position that had been advertised.
- Anthony Bauccho has been hired to fill the vacant Circulation Clerk position.
- We are actively working on filling the Adult Services Librarian position that was vacated with Chas Taylor's passing.
- Our summer library program came to a close with some very successful programs. We saw 122 people for the Soarin' Hawk raptor program, 300 for the Huntington summer carnival, and 99 for the Markle summer carnival. Overall this summer saw much higher levels of participation than we have seen for several years.
- We saw around 800 people at the 4H fair despite a couple of weather shortened days. Everyone enjoyed visiting the Bookworm to get their free book.
- Our quarterly staff in-service was held on August 10th. We discussed safety and mental health resources, learned about the library's app, and discussed strategic planning.

Appropriation Report for 100 OPERATING

Huntington City-Township Public Library

Report Date: From 7/19/2023 To 8/16/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.11 Salary of Librarian	\$90,250.00	\$0.00	\$90,250.00	\$6,936.48	\$55,491.84	\$34,758.16	38.5
1.12 Salary of Assistants (Salary and Wage Overflow)	\$1,027,000.00	\$0.00	\$1,027,000.00	\$74,358.83	\$606,405.60	\$420,594.40	41.0
1.14 Wages of Janitors	\$78,000.00	\$0.00	\$78,000.00	\$6,416.70	\$50,141.90	\$27,858.10	35.7
1.15 Additional Hours (750)	\$8,000.00	\$0.00	\$8,000.00	\$106.41	\$2,278.99	\$5,721.01	71.5
1.21 Employer's Share FICA	\$92,000.00	\$0.00	\$92,000.00	\$6,657.11	\$54,346.79	\$37,653.21	40.9
1.22 Unemployment Compensation	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$322.00	\$2,678.00	89.3
1.23 Employer's Contribution PERF - Library	\$110,000.00	\$0.00	\$110,000.00	\$4,668.37	\$54,192.93	\$55,807.07	50.7
1.231 Employer's contribution PERF - Employee	\$31,000.00	\$0.00	\$31,000.00	\$4,617.96	\$21,445.63	\$9,554.37	30.8
1.24 Employer's Contribution Group Health	\$215,000.00	\$0.00	\$215,000.00	\$14,354.93	\$112,944.82	\$102,055.18	47.5
1.25 Employer's Contribution Life Ins.	\$11,000.00	\$0.00	\$11,000.00	\$891.31	\$6,655.91	\$4,344.09	39.5
1.26 Employer's Contribution STD	\$9,350.00	\$0.00	\$9,350.00	\$931.36	\$7,237.93	\$2,112.07	22.6
1.27 Employer's Contribution LTD	\$9,500.00	\$0.00	\$9,500.00	\$980.82	\$7,754.06	\$1,745.94	18.4
1.28 Employer's Contribution Dental	\$6,000.00	\$0.00	\$6,000.00	\$537.08	\$4,150.24	\$1,849.76	30.8
1.29 Other Employee Benefits (Benefits Overflow)	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
1.3 Employer's Contribution Vision	\$600.00	\$0.00	\$600.00	\$0.00	\$286.15	\$313.85	52.3
Subtotal	\$1,691,200.00		\$1,691,200.00	\$121,457.36	\$983,654.79	\$707,545.21	41.8
2. Supplies							
2.11 Official Records	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
2.13 Other Office Supplies	\$26,000.00	\$0.00	\$26,000.00	\$50.00	\$7,883.09	\$18,116.91	69.7
2.131 ARPA Grant Supplies	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.54 Sewer and Waste Huntington	\$8,000.00	\$0.00	\$8,000.00	\$449.69	\$3,363.98	\$4,636.02	58.0
3.541 Sewer and WasteMarkle	\$325.00	\$0.00	\$325.00	\$0.00	\$170.10	\$154.90	47.7
3.62 Equipment Repair and Maintenance	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.0
3.621 Equipment Leasing and Maintenance	\$14,500.00	\$0.00	\$14,500.00	\$1,110.00	\$8,325.40	\$6,174.60	42.6
3.622 Contracted Facility Maintenance	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$1,471.25	\$14,528.75	90.8
3.623 Technology License Agreements	\$14,000.00	\$0.00	\$14,000.00	\$3,504.30	\$9,997.25	\$4,002.75	28.6
3.624 Technology Maintenance	\$11,500.00	\$0.00	\$11,500.00	\$0.00	\$3,197.27	\$8,302.73	72.2
3.625 ILS Maintenance and Contract	\$42,000.00	\$0.00	\$42,000.00	\$0.00	\$39,670.22	\$2,329.78	5.5
3.626 2021 Encumbered Funds - Mobile App	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0
3.71 Equipment Rental	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.72 Real Estate Rentals	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.91 Dues	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$365.00	\$2,135.00	85.4
3.92 Interest on Temporary Loans	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.93 Taxes and Assessments	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
3.94 Transfer to LIRF	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
Subtotal	\$374,057.00		\$374,057.00	\$10,761.55	\$196,387.55	\$177,669.45	47.5
4. Capitol Outlays							
4.1 Land	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.2 Buildings	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.3 Improvements Other than Building	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.4 Furniture and Equipment	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$534.73	\$5,965.27	91.8
4.41 ARPA Grant Furniture and Equipment	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	100.0
4.42 Technology Equipment	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$1,956.92	\$7,043.08	78.3
4.43 Computer Technology Upgrade	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$863.18	\$9,136.82	91.4
4.5 Books	\$115,000.00	\$0.00	\$115,000.00	\$1,402.13	\$69,703.24	\$45,296.76	39.4
4.6 Periodicals and Newspapers	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$8,737.90	\$2,262.10	20.6

Appropriation Report for 400 LIBRARY IMPROVEMENT RE

Huntington City-Township Public Library

Report Date: From 7/19/2023 To 8/16/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>4. Capitol Outlays</i>							
4 Other Capital Outlays	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.2 Buildings	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.0
4.3 Improvements Other than Building	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
4.4 Furniture and Equipment	\$5,241.00	\$0.00	\$5,241.00	\$0.00	\$0.00	\$5,241.00	100.0
Subtotal	\$40,241.00		\$40,241.00	\$0.00	\$0.00	\$40,241.00	100.0
Grand Total	\$40,241.00	\$0.00	\$40,241.00	\$0.00	\$0.00	\$40,241.00	100.0

Approved by the State Board Of Accounts for Huntington City-Township Public Library on 1/11/1998.

Appropriation Report for 421 RAINY DAY FUND

Huntington City-Township Public Library

Report Date: From 7/19/2023 To 8/16/2023

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.12 Salary of Assistants (Salary and Wage Overflow)	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
1.29 Other Employee Benefits (Benefits Overflow)	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	100.0
Subtotal	\$22,500.00		\$22,500.00	\$0.00	\$0.00	\$22,500.00	100.0
2. Supplies							
2.21 Operating/Cleaning/Sanitation Supplies	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$5,000.00		\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3. Other Services and Charge							
3.14 Other Professional Services	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$19,910.91	\$89.09	0.4
3.52 Electricity Huntington (Utilities Overflow)	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
3.63 Building Repair and Improvements	\$30,650.00	\$0.00	\$30,650.00	\$0.00	\$8,013.37	\$22,636.63	73.9
Subtotal	\$60,650.00		\$60,650.00	\$0.00	\$27,924.28	\$32,725.72	54.0
4. Capitol Outlays							
4 Other Capital Outlays	\$123,000.00	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00	100.0
4.2 Buildings	\$180,650.00	\$0.00	\$180,650.00	\$0.00	\$0.00	\$180,650.00	100.0
4.3 Improvements Other than Building	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	100.0
4.31 HVAC Replacement Plan	\$272,000.00	\$0.00	\$272,000.00	\$0.00	\$6,174.00	\$265,826.00	97.7
4.4 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.42 Technology Equipment	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$705,650.00		\$705,650.00	\$0.00	\$6,174.00	\$699,476.00	99.1